

**TASK BOOK FOR THE POSITION OF
AIRCRAFT DISPATCHER
(ACDP)—DRAFT**

**(POSITION PERFORMANCE ON A WILDLAND
FIRE ASSIGNMENT REQUIRED)**

February 2003

TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER
TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER
LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that _____

has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE AND DATE

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY CERTIFICATION

I certify that _____

has met all requirements for qualification in this position and that such qualification has been issued.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

Additional copies of this publication may be ordered from:

National Interagency Fire Center
ATTN: BLM Training Unit
3833 S. Development Avenue
Boise, Idaho 83705

NATIONAL WILDFIRE COORDINATING GROUP POSITION TASK BOOK

Position Task Books (PTBs) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulations, and in other work situations. **Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single wildland or prescribed fire. Some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying.** It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland and Prescribed Fire Qualification Guide, 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Home Unit** is responsible for:
 - Selecting trainees based on the needs of the home unit and higher levels.
 - Ensuring that the trainee meets the training and experience requirements included in the Wildland and Prescribed Fire Qualification Guide, 310-1.
 - Initiating PTBs to document task performance.
 - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
 - Providing an evaluator for local assignments.
 - Tracking progress of the trainee.
 - Confirming PTB completion.
 - Determining certification per local policy.
 - Issuing proof of certification.
2. The **Trainee** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.

- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
 - Assuring the Evaluation Record is complete.
 - Notifying home unit personnel when the PTB is completed and providing a copy.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
- Understanding the Wildland and Prescribed Fire Qualifications System.
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of this PTB.
4. The **Final Evaluator** is responsible for:
- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and if the trainee is recommended for certification.
5. The **Incident Training Specialist** is responsible for:
- Identifying incident evaluation opportunities.
 - Assuring that trainees have met prerequisites.
 - Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
 - Providing PTBs to approved trainees on the incident when home unit was unable to provide them.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
 - Notifying trainee's home unit.

QUALIFICATION RECORD

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL</u> 1. <u>Apply aviation management policies and practices.</u> <ul style="list-style-type: none"> • Ensure that agency and interagency aviation policies related to aircraft dispatching are followed. • Manage aircraft in a safe and efficient manner. • Effectively coordinate the movement of aircraft. • Provide flight and aircraft information to aviation users. 	O		
<u>MOBILIZATION</u> 2. <u>Obtain complete information from dispatch upon initial request.</u> <ul style="list-style-type: none"> • Incident order number. • Request number. • Incident name. • Reporting location and time. • Phone contacts. • Transportation arrangements. 	O		

*Code: O = task can be completed in any situation (classroom, simulation, prescribed fire, daily job, etc.)
 I = task must be performed on an incident (flood, fire, prescribed fire, search & rescue, planned event, etc.)
 W = task must be performed on a wildland fire incident
 /R = Rare event—the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview or the home office may need to arrange for another assignment or a simulation.
 RX = task must be performed on a prescribed fire incident

QUALIFICATION RECORD
Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>3. <u>Upon arrival, check in, seek out supervisor, or agency dispatcher for initial briefing. Gather all available information necessary to accurately assess situation, make appropriate decisions about immediate needs and actions including:</u></p> <ul style="list-style-type: none"> • Incident characteristics (single, multiple, type, etc.). • Status of current flights, orders, and committed resources. • Agencies flight approval process for SES, non-federal and official passengers. • Current situation status. • Expected duration • Weather (current and expected) • Expectation of management. • Delegated authorities. • Local protocols, existing organization structures, expanded dispatch. • Emergency procedures. • Other significant action occurring nationally or within area. • Critical resources • Housing and transportation opportunities for dispatchers. • Existing shift schedules. 	O		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>4. <u>Utilize working knowledge of aircraft types and capabilities.</u></p> <ul style="list-style-type: none"> Determine appropriate aircraft for mission based on flight request. Recognize environmental and man made factors which influence an aircraft selection. 	O		
<p>5. <u>Assemble and use agency and interagency reference guides and manuals pertinent to mobilization of aircraft. Including but not limited to:</u></p> <ul style="list-style-type: none"> USFS 5700, BLM 9400, DOI MD 350-354, local state agency's aviation plans. Agency transport of hazardous material handbook. OMB Circulars A-123 & A-126. Aircraft identification guides. Interagency Airspace Coordination Guide. Military AP/1B. Military Operation Guide (Aircraft Section). Interagency Radio Frequencies Guide. Air Tanker/Helicopter Guide. Mob Guides (Local, Area, National). Federal Aviation Regulations. Airport Facilities Guide. Sunrise/Sunset table. Maps (sectional, topographic, hazard). Presseler Law. Unit/Area/National Aviation Plan. 			

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>6. <u>Coordinate and interact with Aviation personnel.</u></p> <ul style="list-style-type: none"> • Pilots. • Agency Aviation Officer/Manager. • Unit Aviation Officer. • Technical Specialists. • Aircraft Coordinator. • Airspace Coordinator. 	O		
<p>7. <u>Utilize and direct use of aircraft forms.</u></p> <ul style="list-style-type: none"> • Flight Request/Schedule. • Resource Order. • Agency cost analysis form (DOI-OAS 110, USFS-5700-10/11). • Non-Federal Passenger Release Form (DOI-OAS 115, USFS-5700-12). • Senior Federal Travel form (GSA 2641) • Passenger & cargo manifest. • Infrared scanner forms. • Interagency Request for Temporary Flight Restrictions. • Flight hour/duty day cumulative log. • SAFECOM. • IA Smokejumper Request (R-1 FS-5700-3a) 			

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Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>8. <u>Determine appropriate aircraft for a specific flight.</u></p> <ul style="list-style-type: none"> • Mission (special-use). • Point-to-point. • Passenger carrying capacity. • Weather conditions (IFR versus VFR). • Day or night (IFR versus VFR). • Terrain along flight route. • Runway/airport capabilities. • Aircraft speed and fuel consumption rate. • Flight and standby rate. • High-wing versus low-wing. • De-icing capabilities. • Availability. • Cost effectiveness. 	O		
<p>9. <u>Receive flight request information consisting of but not limited to:</u></p> <ul style="list-style-type: none"> • Date & time of flight. • Departure and arrival location. • Number/names/weights/hourly wages of passengers. • Type of flight. • Type of passengers (SES, official, non-federal) • Purpose of the trip. • Charge code. 	O		

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POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>10. <u>Process a flight request into a flight schedule.</u></p> <ul style="list-style-type: none"> • Gather and coordinate multiple flight requests into a single flight schedule. • Contact vendor or agency aviation branch to determine aircraft availability. • Perform cost analysis/comparison within agency guidelines. • Procure aircraft services by way of local CWN contracts, OAS Source List, or through established Resource Order procedures and channels. • Obtain flight and passenger approvals in accordance with specific agency guidelines. • Brief vendor/pilot of flight requirements. • Verify that aircraft and pilot are agency approved prior to the flight. 	O		

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POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>11. <u>Utilize and direct use of flight following systems.</u></p> <ul style="list-style-type: none"> • Ensure all aircraft are being flight followed. • Send flight itinerary to destination or GACC as appropriate. • Monitor flight plans • Notify incident/dispatch centers of aircraft ETAs/ETDs. • Determine required check in times. • Notify sending units when resources arrive at incident. • Confirm aircraft safely on the ground at final destination. • Brief vendor/pilot of flight following requirements. 	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. <u>Ensure that aviation safety policies and practices are applied to all flights.</u> <ul style="list-style-type: none"> • Refer to agency manuals, guidelines, and bulletins on safety questions. • Brief chief of party of his/her flight management responsibilities. • Verify that pilot/aircraft are agency approved prior to flight. • Initiate SAFECOM for any flight irregularities. • Ensure that passengers and pilot meet agency policy for use of PPE for mission flights. • Utilize local aviation plans for specific flights. 	O		
13. <u>Ensure that Interagency Aviation Mishap Response Plan is current and readily available to office personnel.</u> <ul style="list-style-type: none"> • Utilize plan in event of an overdue or crashed aircraft. • Brief personnel on the use of plan. • Update plan periodically. 	O		

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Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
14. <u>Identify flight hazards from hazard map or software.</u> <ul style="list-style-type: none"> • Military Training Routes (MTRs). • Military Operating Areas (MOAs). • Wires & transmission lines. • Towers & bridges. • Environmental concerns. • Local activities. 	O		
15. <u>Deconflict and coordinate airspace.</u> <ul style="list-style-type: none"> • Complete TFR form. • Place TFR order with local ARTCC. • Notify Airspace Coordinator. • Coordinate with military on the use of airspace in MOA and affected MTRs. • Notify FAA, Regional Airspace Coordinator, and military of TFR intrusions immediately. 	O		

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Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<p>16. <u>Mobilize tactical air resources to an incident.</u></p> <ul style="list-style-type: none"> • Familiar with tactical aircraft types and capabilities. • Plot incident location on dispatch map or input into computer. • Use established ordering procedures and channels for tactical aircraft. • Initiate response of tactical aircraft to incident. • Relay incident information to responding aircraft. • Establish radio frequencies for incident (air-to-air/air-to-ground). • Identify reload bases for responding resources. • Initiate unit's detection plan. • Coordinate incident infrared flight requests. 	I		
<p>17. <u>Gather information needed for specific agency and interagency reporting requirements.</u></p> <ul style="list-style-type: none"> • Provide daily data on number of gallons of retardant dropped and aircraft cost to incident or GACC for ICS-209 reporting purposes. • Determine tactical aircraft availability. • Track duty day and flight hour limitations on all pilots/aircraft. • Inform neighbors and GACC of tactical resource availability. 	I		

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QUALIFICATION RECORD
Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
18. <u>Operate telecommunication equipment and aviation software successfully.</u> <ul style="list-style-type: none"> • Operate transmitters & repeaters to provide communication to aircraft and incident. • Receive/relay information correctly using clear text and terminology. • Manipulate data and send messages using computer terminal. • Use agency software for flight planning. 	O		
19. <u>Complete and close out all appropriate aircraft forms.</u> <ul style="list-style-type: none"> • Flight Plan/Flight Request. • Cost Analysis. • Senior Travel Form. • Flight Invoice. • Resource Order. • SAFECOM. • Agency specific logs. • Interagency Request for TFR. 	O		

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Continuation Sheet

POSITION: AIRCRAFT DISPATCHER (ACDP)

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
20. <u>Exhibit knowledge of specific types of aircraft orders.</u> <ul style="list-style-type: none"> • Infrared. • Portable FAA towers. • Radio frequencies. • TFR. • CWN helicopters with support personnel. • Military support helicopters. • MAFFS units. 	O		
<u>DEMOBILIZATION</u> 21. <u>Perform demobilization and check out procedures.</u> <ul style="list-style-type: none"> • Brief supervisor on current status of tactical aircraft. • Brief supervisor on flights. • Ensure that agency and incident demobilization procedures are followed. • Brief other aircraft dispatchers on flights. 	I		

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INSTRUCTIONS FOR EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address and phone: Self-explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident; e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis; e.g., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level; i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass	1. Short Grass (1 foot)	Timber	8. Closed Timber Litter
Group	2. Timber (grass & understory)	Group	9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush	4. Chaparral (6 feet)	Slash	11. Light Logging Slash
Group	5. Brush (2 feet)	Group	12. Medium Logging Slash
	6. Dormant Brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

#2	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

**Evaluation Record
(Continuation Sheet)**

TRAINEE NAME

TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					

#4	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. _____ The individual has successfully performed all tasks for the position and should be considered for certification. _____ The individual was not able to complete certain tasks (comments below) or additional guidance is required. _____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. _____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____					